

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA VA 22333-0001

AMC MEMORANDUM
NO. 600-12

30 April 1993

Personnel--General

FLEXIBLE AND CREDIT HOUR WORK SCHEDULE PROGRAM

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1. Purpose. This memorandum prescribes policies, procedures, and responsibilities for the Flexible and Credit Hour Work Schedule Program.

2. Scope. This memorandum applies to all supervisors and non-bargaining unit employees within Headquarters, U.S. Army Materiel Command (HQ AMC).

3. Flexible Work Schedule Program. a. This program offers the employee the opportunity to request his/her work starting time. The employee may select with supervisory approval a starting time between 0630-0900. The employee will work for 8 and 1/2 hours from that starting time. This 8 and 1/2 hour includes a 1/2 hour lunch period which will be taken as close to the middle of the workday as possible.

b. Temporary adjustments on a day-to-day basis to accommodate special situations such as conferences, meetings, travel, or emergency changes in work assignments is permitted.

*This memorandum supersedes AMC-M 600-12, 21 October 1991.

c. When it becomes necessary for the supervisor to exercise his/her right to make a permanent change to the flexible work schedule of an employee, the supervisor will provide a written notification one week in advance of the directed change.

4. Credit Hour Program. a. Employees may work more than the basic work requirements on a given workday or workweek. In this manner, credit hours can be earned to be used in a subsequent pay period.

b. In order to earn credit hours a request must be made, in writing, to the supervisor at least 5 working days before the beginning of the pay period in which the individual wishes to start working a credit hour program. The request must specify the date and time the employee desires to work.

c. Earning credit hours is always subject to prior approval by the employee's supervisor. Supervisors may disapprove a request when approval would adversely impact office efficiency or mission accomplishment.

d. Supervisors may be denied the credit hour program because of their supervisory duties.

e. Supervisors shall provide prompt response to employees' requests to participate in the program.

f. Any request for a change to a plan must be submitted to the supervisor, in writing, 5 working days prior to the beginning of the pay period in which the change is requested.

g. Supervisors may adjust a credit hour schedule when the current schedule adversely affects office efficiency, mission accomplishment, or when work assignments are changed. The supervisor should notify the individuals affected in writing, 1 week before the change, if the situation permits.

h. Rules for earning credit hours.

(1) Credit hours must be worked. Leave, of any type, may never be substituted for credit hours.

(2) Employees may accumulate up to 24 hours of credit.

(3) Employees may not earn more than 16 credit hours per pay period.

(4) Employees may not earn more than 2 credit hours per day.

(5) Credit hours will be the first hour(s) worked during the duty day.

(6) The credit hour program must be worked between 0630-1730.

(7) The minimum increment for earning credit hours is 1 hour.

(8) An employee may not carry over more than 24 credit hours from one pay period to the next pay period. Any excess over 24 hours will be lost.

i. Rules for taking credit hours.

(1) The procedure for using credit hours will be the same as taking annual leave, except that credit hours may not be used in the same pay period they are earned.

(2) Supervisors may approve the employee to take up to 24 credit hours in one pay period, provided none of the credits are earned during that pay period.

j. Employees participating in the credit hour program must sign in/out on a daily log. Supervisors may require employees to sign in/out electronically. Employees will not, however, be required to sign in/out for lunch periods. Employees who refuse to sign in/out will not be permitted to work the credit hour program.

k. A credit hour work schedule approved by the supervisor is the official work schedule, and is subject to disciplinary actions for tardiness or absence without leave.

l. The credit hour program is not to be adjusted on a daily basis. The employee is required to be present based on the approved schedule.

m. An employee not present for duty on a day credit hours are scheduled cannot be charged more than 8 hours of leave. Employees do not have the option to work additional credit hours to make up for lost opportunity, they must work based on the approved schedule.

n. Supervisors have the option to approve or disapprove a credit hour program for an employee on temporary duty (TDY). A credit hour program for employees TDY for training is not appropriate.

5. Point of contact. The point of contact for questions concerning the Flexible Work Schedule or Credit Hour Program, may be directed to Mr. Donald Hadrick, Headquarters Civilian Personnel Office, 49427.

AMC-M 600-12

(AMCPE-O)

FOR THE COMMANDER:

OFFICIAL:

JOHNNIE E. WILSON
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:
Initial Distr H (90) 2 ea HQ Acty/Staff Ofc
AMCIO-I-SP stockroom (50)
AMCPE-O (10)

APPENDIX A

SAMPLE FLEXIBLE WORK SCHEDULE REQUEST

OFFICE SYMBOL

DATE

MEMORANDUM FOR Supervisor

SUBJECT: Request for a flexible work schedule.

1. Under the provisions of the Flexible Work Schedule Program, request I be authorized to work the following hours each work day.

FROM	TO
0730	1600

2. I understand that the requested hours, if approved, may be adjusted to meet specific operational requirements as may be deemed necessary. Other changes to my work schedule will be accomplished through normal supervisor/employee arrangements.

EMPLOYEE'S SIGNATURE

Encl 1

APPENDIX B

SAMPLE CREDIT HOUR REQUEST

OFFICE SYMBOL

DATE

MEMORANDUM FOR Supervisor

SUBJECT: Request for a credit hour work schedule.

1. Under the provisions of the Credit Hour Program, request that I be authorized to work Monday - Thursday 0700-1630, in order to earn 4 credit hours per week. My Friday schedule will be the normal work day of 0700-1530.

3. I understand that I can not accumulate more than 24 hours of credit and that I must request to use credit hours in the same manner as I request annual leave. I further understand that if this request is approved, my schedule may be adjusted to meet specific operational requirements as may be deemed necessary.

EMPLOYEE'S SIGNATURE

OFFICE SYMBOL Ist End

FOR Employee

1. _____Approved.

_____Disapproved, please make arrangements to discuss this with me.

2. All of the provisions of AMC-M 690-1 and other pertinent regulations are applicable.

SUPERVISOR'S SIGNATURE

Encl 2

